



LAKE HAVASU CITY

Development Services Department ♦ 2330 McCulloch Blvd. North ♦ Lake Havasu City, AZ 86403 ♦ 928-453-4148

SUBDIVISION APPLICATION

OWNER INFORMATION

Owner: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

NOTE: AGENT MUST PROVIDE WRITTEN PROOF OF AUTHORITY TO ACT ON OWNER'S BEHALF

APPLICANT INFORMATION

Applicant/Agent: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

SITE LOCATION

Tract: _____ Block: _____ Lot(s): _____

Tax Parcel No.: _____ Metes & Bounds Description () Yes – If yes Attach Description

Street Address: _____

PROJECT INFORMATION

Application # _____ Project Name _____

Number of Lots _____ Existing Use(s) _____

Zoning _____ Property Size: Square Footage _____ Acres _____

Planning & Zoning Commission Preliminary Plat Hearing Date _____

City Council Meeting Date Will Be Determined At Such Time The Final Plat Has Been Submitted For Review

SUBDIVISION SUBMITTAL REQUIREMENTS

	Submitted
➤ (4) 24" x 36" Preliminary Plats	<input type="checkbox"/>
➤ (1) 8.5" x 11" Preliminary Plat	<input type="checkbox"/>
➤ Application Fee: \$1,164.38	<input type="checkbox"/>
➤ (4) 24" x 36" Final Plats (After Preliminary Plat Approval)	<input type="checkbox"/>
➤ (1) 8.5" x 11" Final Plat (After Preliminary Plat Approval)	<input type="checkbox"/>

- **The following indicates the information required on the preliminary and final subdivision plats.**

Preliminary Plats The preliminary plat submittal shall include:

- The proposed name of the subdivision and its location by section, township and range.
- The scale, north point and date of preparation, including dates of any subsequent amendments.
- A location map showing the relation of the proposed subdivision to existing community facilities.
- Existing Conditions Data. The following existing conditions data is required as part of the preliminary plat submittal:
 - Topography by contours related to USGS survey datum, or other datum approved by the City Engineer, shown on the same map as the proposed subdivision layout. The contour interval shall be such as to adequately reflect the character and drainage of the land.
 - Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes, or other water features; direction of flow; location and extent of areas subject to inundation and whether such inundation is frequent, periodic or occasional.
 - Location, widths and names of all platted streets, railroads, utility rights-of-way of public record, public areas, permanent structures to remain, including city utilities and municipal corporation lines within or adjacent to the tract. Two copies of a preliminary title report showing the above shall be submitted.
 - Tract, block and lot numbers of any recorded adjacent subdivision having common boundary with the proposed subdivision.
 - By note, the existing zoning classification of the subject and adjacent tracts.
 - By note, the acreage of the subject tract.
 - Boundaries of the tract to be subdivided shall be delineated and fully dimensioned.
- Proposed Conditions Data. The following proposed conditions data is required as part of the preliminary plat submittal:
 - Street layout, including location, width of public streets, alleys, crosswalks and easements; connections to adjoining platted tract.
 - Typical lot dimensions (scaled), dimensions of all corner lots and lots of curvilinear sections of streets, each lot numbered individually and total number of lots indicated.
 - Location, width and use of easements.
 - Designation of all land to be dedicated or reserved for public use with use indicated.
 - If the plat includes land for which multi-family, commercial or industrial use is proposed, such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any.

Final Plat The final plat submittal shall include:

- One copy of the geotechnical and hydrology reports and the final improvement plans.
- Four 24" x 36" copies and one 8 ½" x 11" copy of the final plat. Additional copies may be necessary prior to the City Council meeting. The final plat map shall include:
 - ❖ Method and Medium of Presentation:
 - The record plat shall be drawn on a 24" x 36" sheet. If more than two sheets are required for the drafting of the final plat, the index sheet shall be filed showing the entire subdivision on one sheet and the portion thereof contained on the other sheets.
 - The final plat shall be drawn to a scale not to exceed two hundred feet to one inch from an accurate survey.
 - ❖ Identification Data Required:
 - A title which includes the name of the subdivision and its location by number of section, township, range, county and tract, block and lot.
 - Name, address and registration number of the registered land surveyor preparing the plat.
 - Scale, north arrow and date of plat preparation.
 - ❖ Survey Data Required:
 - Boundaries of the tract to be subdivided, fully balanced and closed, shall show all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
 - Any expected parcel(s) within the plat boundaries shall show all bearing and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
 - Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced; each of two corners of the subdivision traverse shall be tied by separate course and distance to separate section corner of quarter section corners.
 - Location of all physical encroachments upon the boundaries of the tract.
 - ❖ Description Data Required:
 - Name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks, and utility easements; radii, points of tangency and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections.
 - All drainageways shall be shown on the plat. The rights-of-way of all major drainageways, as requested by the City Engineer, shall be dedicated to the public.
 - All easements for rights-of-way provided for public services or utilities and any limitations of easements. Construction within the easement shall be limited to utilities, and wood, wire or removable section type fencing.
 - Location and all dimensions of all lots.
 - All lots shall be numbered by consecutive numbers throughout the plat. "Exceptions," "tracts," and "private parks" shall be so designated, lettered or named, and clearly dimensioned.
 - Location, dimensions, bearing, radii, arcs and central angles of all sites to be dedicated to the public with the use clearly indicated.
 - Location of all adjoining subdivisions with date, book and page number of recordation noted, or if unrecorded or unsubdivided, so marked.
 - Any proposed private deed restrictions or restrictive covenants to be imposed upon the plat or parts thereof pertaining to the intended use of the land shall be typewritten and attached to the plat to each copy submitted.
 - ❖ Dedication, Acknowledgement, and Acceptance:
 - Dedication - Statement of dedication of all streets, alleys, crosswalks, drainageways, pedestrian ways, and other easements for public use by the persons holding title as vendees under land contract, and by spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written location by section, township and range of the tract. If the plat

contains private streets, the public utilities shall be reserved the right to install and maintain utilities in the street right-of-way.

- Acknowledgement of Dedication – Execution by property owner of dedication acknowledged and certified by a notary public.
- Acceptance - Statement of City Council acceptance of dedications to the public as shown on the plat. The statement shall be signed by the Mayor and City Clerk.

❖ Required Certifications:

- Certification by a registered land surveyor making the plat that the plat is correct and accurate and that the monuments described in it have either been set or located as described. The signature of such surveyor shall be accompanied by his seal.
 - Certification by the Planning Director that, in his opinion, all lots shown upon the subdivision conform to good land planning policies and are suitable for the purpose for which they are subdivided.
 - Certification by the City Engineer that all engineering conditions and requirements of this code have been complied with.
 - Certification by the City Clerk of the date the map was approved by the City Council.
 - Certificate of recordation by the County Recorder.
- Two copies each of an engineer's cost estimate and assurance of completion for the proposed improvements as described in Section 13.20.050 of the Lake Havasu City Development Code.
- Title Report. Two copies of a preliminary title report or a title insurance policy issued within the preceding thirty days to the owner(s) of the land disclosing the owner(s) of record of the land included within the proposed subdivision, as well as all liens, encumbrances, assessments or any other matters of record affecting the title to the property, by a title insurance agent licensed by the Arizona Department of Insurance. The title report will be used by staff to verify the names of those persons having a beneficial interest in the property.
- The articles of incorporation for a property owners association and private deed restrictions to be imposed upon the plat or any part or parts thereof, if any lands located within the plat are to be voluntarily conveyed to a property owners association by the subdivider for their use and maintenance.
- For all condominium projects, a declaration which includes the information required by Arizona Revised Statutes, Title 33, Chapter 9, as may be amended from time to time.
- After approval from Lake Havasu City Council two (2) mylar sets of the final plat and applicable recording fees must be submitted to the Development Services Department for signature and recordation.
- Recorder's fee: **\$28.00** for the first page and **\$20.00** for each additional page. **Checks are to be made payable to the Mohave County Recorder.**

APPLICANT/OWNER ACKNOWLEDGEMENT

I am the [] applicant/agent [] owner of the above referenced property. I hereby file the above request as party of interest, or representative thereof, and declare that all information submitted is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____